**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_**

**Matching**

**Match the term in Column 1 to its description in Column 2. Place the letter from Column 2 on the blank beside Column 1**

**Column 1 Column 2**

**\_\_\_\_\_\_ 1.** Tab **a.** Includes the Slide, Notes, and Slide/Outline panes

**\_\_\_\_\_\_ 2.** Ribbon **b.** A small toolbar that appears when you point to selected text

**\_\_\_\_\_\_ 3.** Normal view **c.** Shows the keyboard key that will issue a command

**\_\_\_\_\_\_ 4.** Current slide **d.** To highlight text for editing

**\_\_\_\_\_\_ 5.** Backstage view **e.** A set of related tools on the Ribbon

**\_\_\_\_\_\_ 6.** Mini toolbar **f.** Displays commands for managing fi les

**\_\_\_\_\_\_ 7.** Placeholder **g.** The slide you are editing

**\_\_\_\_\_\_ 8.** KeyTip **h.** A Ribbon tool that opens a dialog box

**\_\_\_\_\_\_ 9.** Dialog box launcher **i.** A large toolbar that presents tools in related groups

**\_\_\_\_\_\_ 10.** Select **j.** A box, built into many slides, that holds text or an object

**True/False**

**Circle T if the statement is true or F if the statement is false.**

**T F 1.** If you need more room on the screen, you can hide the Ribbon.

**T F 2.** When you start PowerPoint, the last presentation you worked on appears on the screen.

**T F 3.** When you save a presentation that has been previously saved, clicking the Save button on the Quick Access Toolbar reopens the Save As dialog box.

**T F 4.** The Quick Access Toolbar appears faint, but turns brighter as the mouse pointer gets closer.

**T F 5.** To close a dialog box without accepting any changes you may have made to it, click the Cancel button.

**T F 6.** You can use the Undo command to reverse the last action you took.

**T F 7.** To print a presentation, open Backstage view and click Print.

**T F 8.** Backstage view gives you access to all of PowerPoint’s design tools.

**T F 9.** You can use the Cut and Paste commands to move text from one slide to another slide.

**T F 10.** In Normal view, PowerPoint displays five different panes for viewing different aspects of your slides.